**APPLICATION FOR GRANT OF PROBATE OR ADMINISTRATION**

**CHECKLIST FOR APPLICATIONS MADE BY POST OR IN PERSON NOT USING THE STANDARDISED FORM**

**(updated November 2021)**

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| --- | --- |
| * Practice Direction 3/2021 Consolidated Probate Practice Direction
* Practice Direction 9/2006: Unique Solicitor’s Reference
* Practice Direction 5/2005: Preparation of Affidavits and Exhibits

Current requirements for preparation of applications for grants are set out in PD 3/2021 which should be referred to and complied with when preparing thedocuments listed below. | **Insert****√****or N/A** |
| **Correct fee has been paid**[https://www.justice-ni.gov.uk/sites/default/files/publications/justice/crf-court-judicature-](https://www.justice-ni.gov.uk/sites/default/files/publications/justice/crf-court-judicature-non-contentious-probate-fees-01-10-19.pdf) [non-contentious-probate-fees-01-10-19.pdf](https://www.justice-ni.gov.uk/sites/default/files/publications/justice/crf-court-judicature-non-contentious-probate-fees-01-10-19.pdf) |  |
| **Application for Grant and Statement of Truth lodged** |  |
| **Inheritance Tax Form lodged** |  |
| **Original Will (and any codicil) and one initialled copy of the will (and any codicil) lodged** |  |
| **Original Grant or sealed and certified copy lodged (if relevant)** |  |
| **Judge’s / Master’s order lodged (if relevant)** |  |
| **Form of Reserving Power or of Renunciation lodged (if applicable)** |  |
| **Power of Attorney / Enduring Power of Attorney form lodged (if applicable)** |  |
| **Original or sealed and certified copy of resolution lodged (if applicable)** |  |
| **Decree absolute lodged (if applicable)** |  |
| **Probate Engrossment lodged (if required)** |  |
| **Guarantee Bond /Sureties Guarantee lodged (if required)** |  |

**I confirm that this application has been checked for compliance with the relevant legislation (including Order 97 of the Rules of the Court of Judicature (Northern Ireland) 1980) and the Practice Directions referred to above which are available on the JudiciaryNI website**

<https://judiciaryni.uk/judicial-decisions/type/practice_decision>

**Signed**

**[Solicitor for the Applicant] [Applicant]**